



**COMPANY PERSONNEL CHANGE FORM**

Pursuant to the Nebraska Burial Pre-Need Sale Act, see NEB. REV. STAT. §§ 12-1101 to 1121, any change in officers, directors, members, trustees, agents, or ownership percentage shall necessitate the completion of this form.

**SECTION 1**

**This section is to be completed by the Pre-Need Seller.**

Name of Firm	Pre-Need Seller License #
Business Address (Number, Street)	City, State, Zip
Telephone # of Firm	Contact Person

**SECTION 1A**

**List the full name and address of any officers, directors, members, or trustees to be added to or removed from affiliation with your firm.**

Name	Address	Title	Ownership Percentage (if applicable)
1.			
<input type="checkbox"/> Add		<input type="checkbox"/> Remove	
2.			
<input type="checkbox"/> Add		<input type="checkbox"/> Remove	
3.			
<input type="checkbox"/> Add		<input type="checkbox"/> Remove	
4.			
<input type="checkbox"/> Add		<input type="checkbox"/> Remove	

**SECTION 1B**

**Enter the full name, address, and Pre-Need Agent license # of the Pre-Need Agent to be removed from affiliation with your firm.**

Name	Address	Pre-Need Agent License #
1.		
2.		
3.		

Signature of Authorized Representative of Pre-Need Seller \_\_\_\_\_

Date \_\_\_\_\_

Printed Name \_\_\_\_\_

*Continued on the following page...*

**SECTION 2**

**This section should be filled out by the officer, director, member, or trustee to be added.**

**\*\*\*If more than one individual is listed in SECTION 1A, print a copy of this page for each individual to complete separately.\*\*\***

1. Within the last 10 years have you been convicted of a crime or had a judgement withheld or deferred, or are you currently charged with committing a crime? (Exclude those involving minor traffic offenses) YES \_\_\_\_\_ NO \_\_\_\_\_

If you answer yes, you must attach to this form:

- a) a written statement explaining the circumstances of each incident
- b) a certified copy of the charging document, and
- c) a certified copy of the official document, which demonstrates the resolution of the charges or any final judgement

2. Have you or any business in which you are or were an owner, partner, officer or director, or member or manager of a limited liability company, ever been involved in an administrative proceeding regarding any professional or occupational license, or registration? YES \_\_\_\_\_ NO \_\_\_\_\_

If you answer yes, you must attach to this form:

- a) a written statement identifying the type of license and explaining the circumstances of each incident
- b) a certified copy of the Notice of Hearing or other document that states the charges and allegations, and
- c) a certified copy of the official document, which demonstrates the resolution of the charges or any final judgment

3. Has any demand been made or judgment rendered against you or any business in which you are or were an owner, partner, officer or director, or member or manager of a limited liability company, for overdue monies, or have you ever been subject to a bankruptcy proceeding? YES \_\_\_\_\_ NO \_\_\_\_\_

If you answer yes, submit a statement summarizing the details of the indebtedness and arrangements for repayment, and/or type and location of bankruptcy.

4. Are you currently party to, or have you ever been found liable in, any lawsuit or arbitration proceeding involving allegations of fraud, missappropriation or conversion of funds, misrepresentation, or breach of fiduciary duty? YES \_\_\_\_\_ NO \_\_\_\_\_

If you answer yes, you must attach to this form:

- a) a written statement summarizing the details of each incident,
- b) a certified copy of the Petition, Complaint, or other document that commenced the lawsuit or arbitration, and
- c) a certified copy of the official document, which demonstrates the resolution of the charges or any final judgment

\_\_\_\_\_  
Signature of officer, director, member or trustee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name